

This Is Not Art is looking for committed people to fill key organisational (volunteer) roles for 2008. Its an amazing opportunity for you to get involved in a vibrant, independent national festival, meet amazing people, develop your skills - everything except get paid!

So, if you're a keen local who wants to roll up their sleeves and get involved in the country's most exciting cross-practice arts festival we want you to join our team. Getting involved at this stage means you can contribute to planning, promoting and developing the festival – a perfect opportunity to get hands-on experience, test yourself, or share your talents.

Volunteers Manager – a key HR role where you get to find, organise and manage the festival volunteers who will run the bar, set up our venues, hang the banners and survey our audience. You will be organised, approachable, resourceful and intuitive.

Role Description

Reports to and receives support from the Festival Co-ordinator

Works alongside Festival Co-ordinator, Production Manager and Festival Bar Manager to ascertain volunteer requirements

1. Recruit volunteer pool of approximately 50 volunteers
2. Create and manage database of volunteer contacts
3. Promote the Volunteer recruitment with posters, e-list, website news or other innovate methods
4. Develop and organise volunteers incentives / rewards kit
5. Develop volunteers info pack
6. Develop rosters according to requirements of program and venues
7. Organise a volunteers group meeting and briefing prior to the festival
8. Act as a point of contact for volunteers prior to and during the festival
9. Troubleshoot rostering and availability challenges throughout the festival
10. Report and debrief on the position after the festival

To apply

Email [marni\[at\]thisisnotart.org](mailto:marni@thisisnotart.org) with the position title and your name in the header.

Send:

- up to date cv (no more than 2 pages, & including name & phone contact for 2 referees)
- cover letter outlining how you fit the bill and why you want the gig.

Expressions of Interest invited until Friday 17 May.

Additional volunteer positions for the festival will be advertised in the following months – production assistant, events manager, sound engineer, events assistant, stage manager, bar staff, etc. Stay tuned!

NOTICE:

Intention to Advertise - Festival Co-ordinator, paid part-time (24 hrs/wk)

The Octapod Association intends to advertise the **This Is Not Art Festival Co-ordinator** position this coming June, in local and national publications. This is a **paid part-time** position with the Octapod Association. The successful applicant will begin in the role with a handover prior-to, throughout, and after this years festival. **Applicants with previous experience working on This Is Not Art festival will be highly considered.** The full position description and job offer will be advertised in June.